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Course Name

Microsoft Project Professional

Sector Name
Information Technology

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Microsoft Project Professional

Course Introduction

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016 so you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

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Target Audience

- ✓ Cloud Computing Engineer
- ✓ Computer Network Specialist
- ✓ Computer Support Specialist
- ✓ Database Administrator
- ✓ Information Technology Analyst
- ✓ Information Technology Leadership
- ✓ Information Security Specialist
- ✓ Software/Application Developer
- ✓ Web Developer
- ✓ Technology sales consultant

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Learning Objectives

- ✓ Create and engage in basic management of a project using Microsoft Project Professional 2016.
- ✓ Identify project management concepts and navigate the Project 2016 environment.
- ✓ Create and define a new project plan.
- ✓ Create and organize tasks.
- ✓ Manage resources in a project plan and finalize a project plan.
- ✓ Learn to organize the details of the project
- ✓ Progress tracking of the tasks and assigned resources
- ✓ Advanced formatting options and printing
- ✓ Explore how to customize a project

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Course Outline

✓ Day 01

Introduction To Microsoft Project 2016

- ✓ Microsoft Project, project management, and you
- ✓ A guided tour of Project
- ✓ Identify project management concepts
- ✓ Navigate the Microsoft Project 2016 environment

Defining A Project

- ✓ Create a new project plan
- ✓ Define a project
- ✓ Assign a project calendar

Creating And Organizing Tasks

- ✓ Add tasks to a project plan
- ✓ Import tasks from other programs
- ✓ Create a work breakdown structure
- ✓ Define task relationships
- ✓ Schedule tasks

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Course Outline

✓ Day 02

Managing Project Plan Resources

- ✓ Add resources to a project plan
- ✓ Create a resource calendar
- ✓ Enter costs for resources
- ✓ Assign resources to tasks
- ✓ Resolve resource conflicts

Finalizing A Project Plan

- ✓ Optimize a project plan
- ✓ Set a baseline
- ✓ Share a project plan

Executing A Project

- ✓ Enter task progress
- ✓ Update task progress with SharePoint
- ✓ Update work
- ✓ Update costs

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Course Outline

✓ Day 03

Monitoring Project Progress

- ✓ View project progress
- ✓ Add custom fields
- ✓ Create custom views
- ✓ Create a network diagram
- ✓ Analyze a project plan

Controlling A Project Plan

- ✓ Edit the task list
- ✓ Reschedule tasks
- ✓ Update a baseline
- ✓ Reporting On Progress
- ✓ Format and share a chart view
- ✓ View existing reports
- ✓ Create custom reports
- ✓ Create a visual report

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Course Outline

✓ Day 04

Customizing The Application

- ✓ Change project options
- ✓ Create a project plan template
- ✓ Share resources
- ✓ Link project plans

Simple Scheduling Basics

- ✓ Starting a new plan
- ✓ Building a task list
- ✓ Setting up resources
- ✓ Assigning resources to tasks
- ✓ Formatting and sharing your plan
- ✓ Tracking progress

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Course Outline

✓ Day 05

Advanced Scheduling Techniques

- ✓ Advanced task scheduling
- ✓ Fine-tuning task details
- ✓ Fine-tuning resource and assignment details
- ✓ Fine-tuning the Project plan
- ✓ Organizing project details
- ✓ Tracking progress on tasks and assignments
- ✓ Viewing and reporting project status
- ✓ Getting your project back on track

In-depth And Special Subjects

- ✓ Applying advanced formatting and printing
- ✓ Advanced report formatting
- ✓ Customizing Project
- ✓ Sharing information with other programs
- ✓ Consolidating projects and resources

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 4, 2027	July 8, 2027	5 days	4250.00 $	Egypt , Cairo
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 $	UAE , Abu Dhabi
April 5, 2027	April 9, 2027	5 days	4950.00 $	Austria , Vienna
Sept. 13, 2027	Sept. 17, 2027	5 days	4250.00 $	UAE , Dubai

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